

# COMMITMENT



Texas Department of Health  
Breast and Cervical Cancer Control Program

December, 1998

Volume 7, Number 12

## How To Find Other Sources of Funding

The idea of looking for funding and writing a grant proposal may seem intimidating. While there is no way to bypass these tasks, there are some things you can do to make it easier.

First, outline your project. Create an outline before looking for possible funding, otherwise, you might miss some possible funding opportunities. Within your outline, include the **Who, What, Why, When, Where** and **How** of the project. Answer questions like: **who** will be served, **what** will be done, **why** the project is necessary, **when** the project will start and finish, **where** the services will be provided, and **how** much the project will cost.

Then, get a listing of foundations, corporations, State/government agencies that award money to fund projects such as the one you are establishing. It is a good idea to restrict the first listing geographically, that way you are not wasting your

time looking at foundations that give only in Washington state, for example, when you need foundations that give to Texas.

Next, narrow the field of possible funders. Once you have narrowed the field, do NOT run out and send proposals to everyone on the list, but find out everything you possibly can about those organizations. The more information you can find, the better. The goal is to match your project and funding needs as closely as possible with the funding ideology of the foundation, corporation or government agency in order to increase the likelihood of being funded.

The Funding Information Center (FIC) at Texas Department of Health publishes a monthly newsletter, Funding Watch, which is free to individuals interested in public health-related funding. The newsletter contains public and private public-health related funding opportunities, articles related to public health funding and proposed/adopted legislation and rules, grantsmanship information to help build skills, public health-related grant awards, new publications available and a calendar of grant application deadlines.

### Funding Sources on the Internet

**Avon Breast Cancer Crusade**  
<http://www.avon.com/about/women/foundation/foundation.html>

**Breast Cancer Fund**  
<http://www.breastcancerfund.org>

**Community Resource Institute**  
<http://www.granted.org>

**Foundation Center**  
<http://fdncenter.org>

**Foundations Online**  
<http://www.foundations.org/page2.html>

**Non-Profit Resource Center of Texas**  
<http://www.fic.org>

**Non-Profit Resources Catalogue**  
<http://www.clark.net/pub/pwalker/home.html>

**Susan G. Komen Breast Cancer Foundation**  
<http://www.komen.org>

**Texas Cancer Council**  
<http://tcdc/uth.tmc.edu/tcc.html>

**Texas Department of Health Funding Information Center**  
<http://www.tdh.state.tx.us/hrs/support/rls/fic/fichmpg.htm>

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New clients to the FIC receive the Funding Information Center Bibliography, which lists all periodicals and books available for use through the Center, Funding Watch monthly newsletter and Funding Alerts. To become a new client at the FIC, call Erica McCormick, Funding Information Specialist at (512) 458-7684.

## BCCCP Briefs

### BCCCP Forms

Data form shipments are processed through the TDH Warehouse. Although we have a close relationship, we cannot expedite orders without justification. Currently, there is a 3 - 4 week delay in processing orders.

BCCCP will contact providers 1 1/2 months prior to distribution in order to get all orders shipped in time.

The next distribution is scheduled for March, 1999. Providers will be contacted in the middle of January, 1999 to verify the next shipment. If you have any questions, contact Wanda Gibson, Public Health Technician at (800) 452-1955.

### Who to Call & How to Reach Us...

#### General Information/Administration:

Margaret Méndez Robert Reeves  
Nora Ogea Lisa West  
Lurah Scott Rhonnda Jones

#### Professional Education, Clinical Services, Case Management:

Karen Knox Karen McAnarney  
Claudia Himes

#### Public Information and Outreach:

Stephen Wright Andrea Littlefield

#### Data Collection and Maintenance:

Vincent Crawley Codie Prinz  
Wanda Gibson Steve Johnson  
June Browning Constance Holloway

#### Data Collection Forms

Wanda Gibson

#### Cancer Epidemiology/Demographics:

Steve Johnson

#### Billing:

Kathy Kokel Codie Prinz

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(512) 458-7650 FAX  
email: margaret.mendez (or other staff first name, period and last name)@tdh.state.tx.us

### Website Address

<http://www.tdh.state.tx.us/bcccp/>

### Local Changes

Please call or write Lisa West, Administrative Technician, with **ANY** changes in local phone numbers, personnel or providers.  
*Thank you.*

## Milestone Awards Announced

**T**he Breast and Cervical Cancer Control Program (BCCCP) recently announced its 4th Quarter Milestone Awards. Fourth Quarter Milestone Awards were awarded for submission of data forms on a monthly basis with the fewest error ratios.

The 4th Quarter awards would normally reflect data for the 4th Quarter only (June - August, 1998), however the providers achieved this rank for the entire Year 7 contract period. Awards were presented to:

**Barrio Comprehensive Family Health Care - San Antonio**

**University of Texas Medical Branch - Southeast Texas - Galveston**

**Ella Austin Health Center - San Antonio**

## Quarterly Report Important Update

**W**ith the recent change in Centers for Disease Control and Prevention (CDC) screening requirements, data programs are being adjusted appropriately. Thank you for your patience as we implement the necessary changes. Due to the revision, providers will receive the 4th Quarter report (September 1, 1997- August 31, 1998) along with their 1st Quarter report (September 1, 1998 - November 30, 1998) in January, 1999. The 4th Quarter report will reflect year- end information only, and **does not** require a response, unless specifically noted. Providers must respond to the 1st Quarter report within the due date (January 30, 1999) as we resume our reporting schedule.

Reporting Period	BCCCP Mail Date	Report Due Date
<b>1st Quarter</b> <b>Sept 1 - Nov 30</b>	<b>January 1</b>	<b>January 30</b>
<b>2nd Quarter</b> <b>Sept 1 - Feb 29</b>	<b>April 1</b>	<b>April 30</b>
<b>3rd Quarter</b> <b>Sept 1 - May 30</b>	<b>July 1</b>	<b>July 31</b>
<b>4th Quarter</b> <b>Sept 1 - Aug 31</b>	<b>October 1</b>	<b>October 30</b>

You may contact Wanda Gibson, Public Health Technician by telephone at 1-800-452-1955 or by email: [wanda.gibson@tdh.state.tx.us](mailto:wanda.gibson@tdh.state.tx.us) with any questions related to this report.

# Ask The Expert

*Don't forget, you can submit your own questions on any subject related to the program such as nursing, case management, billing, data or outreach. Send questions to Andrea Littlefield, Information Specialist, 1100 West 49th Street, Austin, TX 78756-3199.*

**Q Please explain the support fee and how it is used for reimbursement.**

**A** Up to 25 percent of the total grant for each provider may be used for reimbursement of support services. This is part of the restriction on administrative costs which is outlined in the Federal law. The State office monitors support service fees to ensure that this limit is not being exceeded. Once the 25 percent support services reimbursement is reached, all further support fee billing is disallowed. If you have additional questions about the support fee, contact Kathy Kokel, Contract Specialist or Steve Johnson, Systems Analyst at (800) 452-1955

## Breast Cancer Awareness Stamp Unveiled



**Stamp Unveiling** -- (left to right) U.S. Senator Kay Bailey Hutchison (at podium) and Nancy Brinker, Founding Chair, Susan G. Komen Breast Cancer Foundation, were at an Austin post office in October to unveil the new Breast Cancer Awareness Stamp. Proceeds from the stamp will fund research at the Department of Defense and the National Cancer Institute.

## Case Managers Meet Monthly in San Antonio

**E**very month, Breast and Cervical Cancer Control Program (BCCCP) providers and agency representatives in the San Antonio/Public Health Region 8 area get together. The meetings are held to share resource information and to discuss client barriers to screening and follow-up.

Frequently, a speaker from another organization such as the American Cancer Society or the Susan G. Komen Breast Cancer Foundation share information on their organization and discuss referral coordination. Exciting outcomes of these meetings include the systems changes made to meet the needs of the client. The discussions help stimulate innovative ways to conduct outreach activities and follow-up for clients. The meetings also assist in avoiding duplication of services.

"Sometimes it takes everyone sitting around a table to resolve barriers," said Nancy Offill, Public Health Region 8 Case Manager. "Everyone must work together to close the gaps in services."

For more information about these meetings or for assistance in setting up a meeting in your own area, contact Nancy Offill or Estelle Lawton, San Antonio Metropolitan Health District at (210) 207-8910.

*Season's Greetings  
from the Staff of BCCCP*



## Provider QA Scheduled for December

The next Provider Quality Assurance (PQA) meeting is scheduled for December 16, 1998. Providers were selected to attend this meeting in person at their request. Those providers are: Cancer Consortium of El Paso, Barrio Comprehensive Family Health Care Center, San Antonio and Public Health Region 7, Temple.

A suggestion from the first meeting was to make video conferencing available to other providers outside the invitation list.

Video conferencing sites available for the December PQA meeting are:

- 1 South Texas Hospital  
1301 Rangerville Road  
Harlingen, Texas
- 2 Dallas County Health  
Department  
2377 Stemmons Freeway  
Dallas, Texas
- 3 UT Health Center  
11937 US HWY 271 N  
Tyler, Texas

A fax was sent to BCCCP providers on November 6, 1998 that included a section to be completed and returned for those interested in attending the PQA meeting through a video conference site. Those responses were due by November 13, 1998.

All providers are encouraged to submit items for the PQA meeting agenda, as well as throughout the year for the regular BCCCP QA meetings held on a monthly basis. Highlighted agenda items covered in the PQA meetings will be included in the *Commitment* newsletter following the meeting. You may request data and/or research to be done on particular items for the meeting. This can be included in the meetings when requests are submitted with ample time for preparation. Otherwise, the information will be covered in a subsequent QA meeting.

We look forward to seeing you in December!

### Important Dates

#### December

December 24 - 25 - Christmas

State Office Closed

December 16 - Provider Quality Assurance Meeting

#### January

January 1 - New Year's Day

State Office Closed

January 18 - Martin Luther King Day

State Office Closed

January 19 - Confederate Heroes Day

State Office Closed

#### Women Served\*:

107,242

#### Breast Screenings:

129,204

#### Cervical Screenings:

97,194

#### Breast Cancers:

654

#### Cervical Carcinoma in situ:

1450

#### Invasive Cervical Cancer:

48

\*As of November 13, 1998

## Commitment

A monthly bulletin

Send news/information to:

**Texas Department of Health  
Breast & Cervical Cancer Control Program  
1100 West 49th Street**

**Austin, TX 78756-3199**

Telephone: (800) 452-1955

Fax: (512) 458-7650

Email: andrea.littlefield@tdh.state.tx.us

ADDRESS CORRECTION REQUESTED